

Los Angeles County Metropolitan Transportation Authority**Job Classification Specification****SAFETY CERTIFICATION AND OPERATIONS MANAGER**

Pay Grade H1O

(\$ 85,727.62 - \$ 107,164.93 - \$ 128,602.24)

Basic Function

To oversee Safety Certification and Fire/Life Safety Programs for Metro's rail and bus capital projects, and manage Metro-wide Emergency Preparedness activities. Supervises professional employees engaged in the planning and implementation of the Industrial Hygiene and Environmental Safety Programs.

Classification Characteristics

Supervised by: Director Of Corporate Safety

Supervises: Principal Industrial Hygienist; Sr Industrial Hygienist

FLSA: Exempt

Work Environment

In order to achieve Metro's goals in support of its mission, potential candidates are required to commit and continuously practice and demonstrate the following work values:

- **Safety** – To ensure that our employees, passengers and the general public's safety is always our first consideration.
- **Service Excellence** – To provide safe, clean, reliable, on-time, courteous service for our clients and customers.
- **Workforce Development** – To make Metro a learning organization that attracts, develops, motivates and retains a world-class workforce.
- **Fiscal Responsibility** – To manage every taxpayer and customer-generated dollar as if it were coming from our own pocket.
- **Innovation and Technology** – To actively participate in identifying best practices for continuous improvement.
- **Sustainability** – To reduce, reuse and recycle all internal resources and reduce green-house gas emissions
- **Integrity** – To rely on the professional ethics and honesty of every Metro employee.
- **Teamwork** – To actively blend our individual talents to achieve world-class performance and service.

Examples of Duties

- Fire/Life Safety Program and Safety Certification Program
Oversees the Fire/Life Safety Program for all operating rail and bus lines and construction projects to ensure the safety of employees, passengers, contractors, and the public
- Serves as Metro representative on all Fire/Life Safety Committees on Rail capital projects to

ensure readiness for a Certificate of Occupancy and to identify operational fire/life and system security issues and resolutions

- Ensures Metro's compliance to Fire/Life Safety Design Criteria, National Fire Protection Association, and other similar regulations
- Performs Design Reviews of engineering submittals for code compliance and safety issues
- Supervises the work of Fire Services Representative(s) assigned to Metro to coordinate fire/life safety issues
- Identifies fire/life safety issues and coordinates review and approval with Fire Services of fire/life safety Requests For Special Consideration that permits staff or contractors to deviate from design criteria contingent on acceptable alternatives means of protection
- Performs field inspections and witnesses tests to resolve outstanding fire/life safety concerns
- Serves as principal liaison between project personnel and fire departments
- Coordinates emergency training drills with Fire Services

Safety Certification Program

Develops, maintains, enforces, and oversees the Safety Certification Program Plan on all Metro rail and applicable bus projects to ensure regulatory compliance

- Oversees operational safety certification on rail capital projects built by other construction companies
- Oversees the implementation of the Safety Certification Program at the Engineering Management Consultant and Construction Manager levels
- Directs consultants in identifying safety requirements in rail project contracts
- Reviews, approves, and audits criteria conformance checklists prepared by consultants
- Issues conformance certificates for contract design checklists
- Reviews Construction Manager's safety requirements conformance checklists
- Monitors safety certification training and testing requirements
- Supports integrated testing and oversees testing safety certifications
- Serves on project Change Control Board

Emergency Preparedness Program

Plans, develops and implements emergency preparedness programs and activities for the entire Metro

- Verifies that the Agency Emergency Management Plan and the Site Emergency Action Plans are current, in compliance, and timely disseminated
- Coordinates with staff to verify adequate emergency supplies for employees
- Ensures Metro's emergency preparedness readiness including doing an inventory and updating all of Metro's emergency supplies and providing training to floor wardens or designated employees
- Develops and maintains all emergency-related databases such as certified trained responders, Emergency Action Plans for different Metro sites/facilities, and historical and training records
- Serves as Metro's Representative to local, state, and federal agencies and other outside organizations including chairing task forces to coordinate efforts in planning, developing, and implementing operational procedures on response to potential terrorist attacks, pandemic or avian flu outbreaks, and other disasters

- Participates in external training programs required to effectively execute Emergency Preparedness Program

Industrial Hygiene and Environmental Programs

Supervises professional staff engaged in the management of Metro's Industrial Hygiene and Environmental Programs such as Asbestos, Lead Abatement, Hazard Communications, Hearing Conservation, Hazardous Materials Business

- Plans, Indoor and Outdoor Air Monitoring, Confined Spaces, Personal Protective Equipment, and other similar regulated industrial safety programs
- Ensures compliance to applicable regulatory standards imposed by Occupational Safety and Health Administration (OSHA), Air Quality Management District (AQMD), and Fire Departments

Generic

Supports Hazard Resolution Committee and Rail Activation/Start-Up team in safety certification, fire/life safety, and emergency response activities

- Communicates and implements safety rules, policies, and procedures in support of the agency's safety vision and goals; and maintains accountability for the safety performance of all subordinate employees
- Manages departments including developing, monitoring and adhering to Metro's policies/procedures, budget and achieving units goals and objectives
- Maintains, supports, and promotes a safe work environment while complying with all of Metro's safety rules, policies, and procedures

Essential Knowledge and Abilities

Knowledge of:

- Theories, principles, practices, and procedures of rail transit safety, engineering, design, and construction
- Applicable local, state, and federal, laws, rules, and regulations governing rail transportation policies, fire/life safety, and OSHA, including California Public Utilities Commissions Codes and General Orders
- Modern management theory

Ability to:

- Oversee the operations of fire/life safety programs
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
- Analyze situations, identify problems, recommend solutions, and evaluate outcome
- Determine strategies to achieve goals
- Prepare comprehensive reports and correspondence
- Exercise judgment and creativity in making decisions
- Compile, analyze, and interpret complex data

- Communicate effectively orally and in writing
- Interact professionally with various levels of Metro employees and outside representatives
- Supervise subordinate staff
- Travel to offsite locations within a reasonable timeframe

Minimum Qualifications

Potential candidates interested in the SAFETY CERTIFICATION AND OPERATIONS MANAGER position MUST meet the following requirements:

- Bachelor's degree - Safety, Engineering, or other related field
- 7 years' experience including 3 years at the supervisory level in at least four or more of the following areas, one of which must be fire/life safety: transit facility engineering, construction, transit operations, fire/life safety, transit system safety, and emergency preparedness
- Master's degree in related field desirable
- Completion of training courses provided by California Specialized Training Institute (CSTI), National Transit Institute (NTI), National Fire Protection Association (NFPA) and the Transportation Safety Institute (TSI) desirable
- Valid California Class C driver's license

Special Conditions

- Frequent exposure to weather, physical, mechanical, and electrical hazards
- Available for night-time work as occasionally required to perform or witness testing and other job-related functions

Disclaimer

This job specification is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor.

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